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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**January 1 – January 31, 2010**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Elaine Chan,  
Task Order Assignment Manager**

**Under Contract EP-R9-06-03**

**Submitted  
by**



**GRB Environmental Services, Inc.**  
Consulting Environmental Engineers and Scientists

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## Table of Contents

I. TASK ACCOMPLISHMENTS .....	1
Task 1: Project Management .....	1
1.1 Manage the Contract.....	1
1.2 Closeout of the Contract .....	1
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding.....	1
2.1 Organizing and Indexing .....	1
2.2 Document Pick-up, Processing, File Management, and Storage .....	2
2.3 Scanning .....	3
2.4 SCAP Support and WasteLAN Data Entry .....	3
2.5 Financial Documentation/Cost Recovery Packaging.....	3
2.6 Recycling and Shredding.....	3
Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production.....	8
3.1 Reference, Search, and Circulation Service.....	8
3.2 Freedom of Information Act (FOIA) .....	8
3.3 Photocopy and Redaction Service .....	8
3.4 CD-ROM Service .....	8
3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters .....	9
Task 4: Administrative Records (ARs) and Special Collections Management.....	10
4.1 Administrative Records .....	10
4.2 Work-Performed Compilations.....	10
4.3 Electronic Media and Microfilm Management.....	10
Task 5: Manage the Day-to-Day Operations of the Superfund Records Center .....	11
Task 6: Training and Orientation.....	12
Task 7: Online Operations and Internet Support .....	12
Task 8: Attend Meetings and Teleconferences .....	13
Task 9: Assist Region 9 with Implementing ECMS .....	13
9.7 Attend ECMS Meetings & Teleconferences .....	13
II. DIFFICULTIES ENCOUNTERED.....	13
III. PERSONNEL ACTION .....	13
IV. SUMMARY OF TECHNICAL DIRECTION.....	13
V. STATISTICS .....	14
VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS .....	15

**EPA Contract No. EP-R9-06-03  
Superfund Records Center Management Services, Region 9**

**Monthly Report  
January 2010**

**TOAM: Elaine Chan  
PM: Anne Bonham**

**I. TASK ACCOMPLISHMENTS**

**Task 1: Project Management**

**1.1 Manage the Contract**

The monthly report was submitted to the TOAM on January 7.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on January 15.

The Records Center Performance Measurements Reports were submitted to the TOAM on January 8.

The quarterly comprehensive statistical report for October 1 through December 31 was submitted to the TOAM on January 11.

The PM and RMS IV/Assistant Manager met with the TOAM on January 21 to review the monthly reports and to verify the status of the contract.

**Future Activities**

Staff will deliver monthly technical and financial reports to the TOAM by the 10<sup>th</sup> of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

**1.2 Closeout of the Contract**

No activity occurred in this reporting period.

**Future Activities**

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

**Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding**

**2.1 Organizing and Indexing**

Staff indexed 2,961 documents and edited 2,817 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

EAGLE ARMY AIRFIELD  
IRON KING MINE – HUMBOLDT SMELTER  
LAGOON DRIVE CHEMICALS  
POLAR STAR MINE  
SOUTHERN CALIFORNIA EDISON CO. (VISALIA POLYARD)  
SUNLAND CHEMICAL SITE  
TROJAN PLATING SHOP  
UNOCAL GUADALUPE DUNES  
VALLEY WOOD PRESERVING

The site assessment Librarian IV received 3.2 lft of new documents, of which 0.3 lft were federal facilities documents.

Circulation Department staff shelf-read approximately 105.5 lft. of site files during the month.

The site assessment Librarian IV shifted 2 lft of files to make room for new documents.

On January 21 staff met with the Case Developer Kathi Moore to discuss 104(e) response documents from the Abandoned Uranium Mines on Navajo Nation. As a result of the meeting site files and access codes were assigned so that indexing could go forward.

#### **Future Activities**

Staff will continue to organize and index Superfund files into the SDMS-C database.

## **2.2 Document Pick-up, Processing, File Management, and Storage**

5.6 lft. of documents were picked up from EPA regional offices. 5 Transfer of Records forms were processed.

0.3 lft. of documents were retrieved from the FRC. 13 lft. of documents were returned to the FRC.

26 new accessions (277.5 lft.) were sent to the FRC this month.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated January 11.  
FRC Storage Report, updated January 11.  
On-Site Storage Report, updated January 11.  
Contracts On-Site Storage Report, January 11, 18 & 28.

Staff checked .04 lft. of unindexed B.F. Goodrich documents for possible duplication with documents already in the site file.

#### **Future Activities**

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

### **2.3 Scanning**

Scanning Department staff prepared, scanned, and quality assured 2,296 documents (72,870 pages) during January and forwarded them for retirement to the FRC.

#### **Future Activities**

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

### **2.4 SCAP Support and WasteLAN Data Entry**

Staff received, indexed, and logged 1 SCAP accomplishment document during January.

#### **Future Activities**

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

### **2.5 Financial Documentation/Cost Recovery Packaging**

Twenty-three Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	09JS	ASARCO INC HAYDEN PLT(2 pkgs)
01	09H2	BROWN & BRYANT INC. (ARVIN PLANT)
01	09W4	BROWN & BRYANT INC. (ARVIN PLANT)(charged to 09H2)
01	09L8	BURR BROWN
01	0945	COAST WOOD PRESERVING
00	09MN	DEL MONTE CORP. (OAHU PLANTATION)
00/01	0943	KOPPERS CO. INC. (OROVILLE PLANT)
03	09R8	PHOENIX-GOODYEAR AIRPORT AREA
00	0998	RHONE-POULENC, INC./ZOECON CORP(6 pkgs)
04	09QY	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
01	09PB	SAN GABRIEL VALLEY (AREAS 1-4)(2pkgs)
00	09J8	SOLA OPTICAL USA, INC(3 pkgs)
00	09QL	SSFL: SANTA SUSANA FIELD LABORATORY
01	09C1	WASTE DISPOSAL, INC.

Staff retrieved 5 cost packages/financial documents for EPA staff during January.

The Cost Package Documentation Index was updated on January 11, 18 & 28.

#### **Future Activities**

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

### **2.6 Recycling and Shredding**

At the request of EPA staff, Records Center staff recycled/shredded 5.4 lft. of documents.

## Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

### Sites worked on under Task 2 for the month of January, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
09ZZ	N/A	A & B TRUCKING SITE #1
09JC	00	A-AMERICAN ENVIRONMENTAL L L C
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0982	00	ADVANCED MICRO DEVICES, INC.
09H1	00	ADVANCED MICRO DEVICES, INC.
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	08	AEROJET GENERAL CORP (RANCHO CORDOVA)
09G2	00	AEROLITE CHROME
09ZZ	N/A	AFFORDABLE FURNITURE
09NE	00	AIRCRAFT PLATING CO. INC
09QP	00	ALL METAL PROCESSING (BURBANK)
09DJ	00	AMCO CHEMICAL
<b>09DJ</b>	<b>01</b>	<b>AMCO CHEMICAL</b>
09C6	00	APACHE POWDER CO
09C6	01	APACHE POWDER CO
09ZZ	N/A	ARMY NATIONAL GUARD SITE #1
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09E9	01	ATLAS ASBESTOS MINE
09PP	00	AUCLAIR DUMP SITE
<b>09JW</b>	<b>00</b>	<b>B.F. GOODRICH*</b>
09ZZ	N/A	BANQUET FOODS
09ZZ	N/A	BELLOWS AIR FORCE STATION
09ZZ	09HX	BENHAM & JOHNSON
<b>Z9A4</b>	<b>00</b>	<b>BIG ISLAND ASPHALT</b>
09ZZ	N/A	BLM CACTUS GOLD MINES CO
09W3	00	BLUE WATER URANIUM MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
09R6	01	CARSON RIVER MERCURY SITE
09R6	02	CARSON RIVER MERCURY SITE
09GY	00	CASMALIA PHASE II
09GY	01	CASMALIA PHASE II
<b>093H</b>	<b>01</b>	<b>CASMALIA RESOURCES</b>
0935	00	COALINGA ASBESTOS MINE

SSID	OU	SITE NAME
0945	01	COAST WOOD PRESERVING
091N	01	COOPER DRUM
09B9	00	COPPEROPOLIS ASBESTOS
09RR	00	CROWN CITY PLATING
09H5	01	CTS PRINTEX, INC.
09JT	00	CYPRUS TOHONO MINE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09MN	00	DEL MONTE CORP. (OAHU PLANTATION)
<b>09HB</b>	<b>00</b>	<b>DENOVA ENVIRONMENTAL INC.*</b>
09FS	00	EAGLE ARMY AIR FIELD
09P8	01	EDWARDS AIR FORCE BASE
09DF	00	ENVIROPUR/PRC
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
094R	00	FRONTIER FERTILIZER
09PJ	01	HALACO ENGINEERING CO
<b>09X6</b>	<b>00</b>	<b>HALACO ENGINEERING CO*</b>
09B8	00	HASSAYAMPA LANDFILL
09B8	01	HASSAYAMPA LANDFILL
09KD	00	HASSAYAMPA/LYNX CREEK ABANDONED MINES
09BL	00	HICKAM AIR FORCE BASE
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09Y2	01	INDIAN BEND WASH SOUTH
09Y3	00	INDIAN BEND WASH SOUTH
09ZZ	N/A	INDIAN COUNTRY PETROLEUM INC
09G9	01	INDUSTRIAL WASTE PROCESSING
0988	00	INTEL CORP (SANTA CLARA 3)
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	01	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
09F6	01	JASCO CHEMICAL CORP
0939	00	JIBBOOM JUNKYARD
0939	01	JIBBOOM JUNKYARD
09EB	00	K & L PLATING - PEARMAIN ST
09FM	02	KLAU/BUENA VISTA MINE
0943	00	KOPPERS CO. INC. (OROVILLE PLANT)
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
09ZZ	N/A	LA CRANK & ENGINE REBUILDER
09EK	00	LAGOON DRIVE CHEMICALS
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	02	LAVA CAP MINE
09NG	00	LBJ HOSPITAL PCB SITE
097J	02	LEHR/OLD CAMPUS LANDFILL
0989	01	LORENTZ BARREL & DRUM CO
0989	02	LORENTZ BARREL & DRUM CO
09X8	02	LORENTZ BARREL & DRUM CO
0976	00	LOUISIANA-PACIFIC CORP
098P	01	MARE ISLAND NAVAL SHIPYARD



SSID	OU	SITE NAME
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
<b>0965</b>	<b>00</b>	<b>MATHER AIR FORCE BASE*</b>
0965	01	MATHER AIR FORCE BASE
<b>0941</b>	<b>00</b>	<b>MCCLELLAN AIR FORCE BASE*</b>
09QN	00	MCCLELLAN AIR FORCE BASE
0904	01	MCCOLL
09ZZ	N/A	MCDONNELL DOUGLAS AIRCRAFT TORRANCE
09BZ	00	MC FARLAND STUDY AREA
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
0987	01	MICRO STORAGE/INTEL MAGNETICS
09TG	00	MILL CREEK CYLINDERS
<b>09J4</b>	<b>00</b>	<b>MODESTO GROUND WATER CONTAMINATION*</b>
09J4	01	MODESTO GROUND WATER CONTAMINATION
0990	00	MONOLITHIC MEMORIES
<b>0926</b>	<b>01</b>	<b>MONTROSE CHEMICAL CORP</b>
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09ZZ	N/A	NATIONAL LIGHTING SUPPLY (FORMER)
09ZZ	N/A	NAVAJO DEPOT ACTIVITY
09HG	00	NAVAJO RADIOACTIVE HOGANS
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09J5	02	NEWMARK GROUNDWATER CONTAMINATION
09J5	03	NEWMARK GROUNDWATER CONTAMINATION
09ZZ	N/A	NI WEST INCORPORATED
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09N5	00	PACIFIC INTERMEDIATES
09S5	00	PALOMINO VALLEY SITE
099K	01	PEMACO MAYWOOD
09ZZ	N/A	PHELPS DODGE CORP MIAMI COPPER SMELTER
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09GB	00	POLAR STAR MINE
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09X3	01	RALPH GRAY TRUCKING
0998	00	RHONE-POULENC, INC./ZOECON CORP
09QE	00	ROMOLAND MERCURY ER

SSID	OU	SITE NAME
<b>0959</b>	<b>00</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
<b>09L6</b>	<b>03</b>	<b>SAN FERNANDO VALLEY (AREA 1 &amp; ALL AREAS)</b>
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	04	SAN GABRIEL VALLEY (AREAS 1-4)
09PB	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	00	SELMA TREATING CO
0944	01	SELMA TREATING CO
0944	02	SELMA TREATING CO
09SY	00	SKYLINE AUM WASTE PILE SITE
09ZZ	N/A	SMITH TOOL CO DIV OF SMITH INTL INC
09J8	00	SOLA OPTICAL USA, INC
0942	01	SOUTH BAY ASBESTOS
0942	02	SOUTH BAY ASBESTOS
09D7	00	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
09X7	00	STORE FOR LESS
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09S4	00	SUNLAND CHEMICAL SITE (SUNLAND)
09M1	05	TARP
09ZZ	N/A	TEXTURED COATINGS OF AMERICA
098R	00	TREASURE ISL NAVAL STATION
098R	01	TREASURE ISL NAVAL STATION
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09FW	00	TROJAN PLATING SHOP
09RF	00	TUBA CITY ABANDONED LDFL
096Y	01	TUCSON WEST CAP
09ZZ	N/A	UIC ARMY NATIONAL GUARD
Z910	N/A	UNOCAL GUADALUPE DUNES
09K5	00	VALLEY WOOD PRESERVING INC.
09C1	01	WASTE DISPOSAL, INC.
09D1	00	WATKINS JOHNSON CO (STEWART DIVISION)
09SU	00	WEST OAKLAND LEAD REMOVAL
09R4	00	WESTERN PACIFIC RAILROAD CO.
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09QC	00	YOSEMITE CREEK SEDIMENT
09K6	00	YUMA MARINE CORPS AIR STATION

### **Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production**

#### **3.1 Reference, Search, and Circulation Service**

Staff processed 49 requests for documents, performed 689 database searches in SDMS-C, and provided 250 documents for EPA and other requesters.

Twenty-six indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on January 6 and January 4, respectively.

Circulation Department staff completed the January quality assurance check of the names of authorized borrowers entered in the Document Circulation Utility location list.

Staff sent out 58 Document Location Notices to EPA staff and contractors.

##### **Future Activities**

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

#### **3.2 Freedom of Information Act (FOIA)**

Staff provided support for 4 FOIA requests totaling 9.5 billable hours.

##### **Future Activities**

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

#### **3.3 Photocopy and Redaction Service**

Staff photocopied 1,243 non-FOIA-related pages for EPA and other requesters. In addition, staff printed 76 pages from SDMS-C.

At the request of ORC attorney Laurie Williams, 6 documents from the Northeast Churchrock Mine Site file, 1 from the Tuba City Abandoned Ldfl site file, and 1 from the Abandoned Uranium Mines On The Navajo Nation site file were redacted in preparation for an upcoming FOIA response.

##### **Future Activities**

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

#### **3.4 CD-ROM Service**

Staff fulfilled 18 requests for documents on CD-ROMs. 24,801 pages were copied to CDs.

### Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

### 3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

### Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

### Sites worked on under Task 3 for the month of January, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09ZZ	N/A	BLM CACTUS GOLD MINES CO
09W3	00	BLUE WATER URANIUM MINE
09H3	01	CONCORD NAVAL WEAPONS STATION
091N	00	COOPER DRUM
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
0936	01	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09P8	01	EDWARDS AIR FORCE BASE
09SN	00	FELTON KING
09Q6	01	FORT ORD
09Q7	01	GEORGE AIR FORCE BASE
09X6	00	HALACO ENGINEERING CO
0988	01	INTEL CORP (SANTA CLARA 3)
0988	02	INTEL CORP (SANTA CLARA 3)
09F6	01	JASCO CHEMICAL CORP
093Y	01	LAVA CAP MINE
091A	00	LEVIATHAN MINE
09ZZ	N/A	LIBBY SISTER SITES (ASBESTOS PROJECT)
0989	00	LORENTZ BARREL & DRUM CO
0989	01	LORENTZ BARREL & DRUM CO
09ZZ	N/A	MASONITE MILL MESCAT FIELD SITE
09ZZ	N/A	MCDERMITT MINE
09M6	01	MEW STUDY AREA
09CA	05	MONTROSE CHEMICAL CORP
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
0958	00	OPERATING INDUSTRIES, INC., LANDFILL

SSID	OU	SITE NAME
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
099K	01	PEMACO MAYWOOD
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09JM	00	PIONEER MILL COMPANY
09PE	00	ROMIC EAST PALO ALTO
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
09W9	01	STOKER CO
09K2	01	SULPHUR BANK MERCURY MINE
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
0981	00	TH AGRICULTURE & NUTRITION
0981	01	TH AGRICULTURE & NUTRITION
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
099D	00	TUSTIN MARINE CORPS AIR STATION
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

#### **Task 4: Administrative Records (ARs) and Special Collections Management**

##### **4.1 Administrative Records**

The Mill Creek Cylinders Removal AR was compiled, copied, and sent to the repository January 12.

##### **Future Activities**

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

##### **4.2 Work-Performed Compilations**

Four work-performed compilations were created or updated during January for the following sites:

OU	SSID	Site Name
00	09DJ	AMCO CHEMICAL
01	091N	COOPER DRUM
01	09PB	SAN GABRIEL VALLEY (AREAS 1-4)
08/09	097B	SAN GABRIEL VALLEY (AREAS 1-4)

##### **Future Activities**

Staff will continue to compile work-performed compilations as directed by the TOAM.

##### **4.3 Electronic Media and Microfilm Management**

Staff produced copies of special collections in the following electronic formats this month:  
CD-ROM format: 10 collections

Electronic files attached to E-mails: 54 collections

#### **Future Activities**

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

#### **Sites worked on under Task 4 for the month of January, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name**

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09DJ	00	AMCO CHEMICAL
<b>09DJ</b>	<b>01</b>	<b>AMCO CHEMICAL</b>
<b>09JW</b>	<b>00</b>	<b>B.F. GOODRICH</b>
091N	00	COOPER DRUM
091N	01	COOPER DRUM
09SN	00	FELTON KING
094R	01	FRONTIER FERTILIZER
09X6	00	HALACO ENGINEERING CO
09PJ	00	HALACO ENGINEERING CO
0988	01	INTEL CORP (SANTA CLARA 3)
09TG	00	MILL CREEK CYLINDERS
09PB	01	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES

#### **Task 5: Manage the Day-to-Day Operations of the Superfund Records Center**

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on January 25.

The PM held a Managers/Supervisors meeting on January 20.

The PM held a Scanning Department meeting on January 12.

The PM held a Cost Recovery Department meeting on January 13.

The RMS IV/Assistant Manager held meetings with special projects staff on January 8.

The RMS IV/Circulation Department Supervisor held a departmental meeting on January 12 and January 21.

The RMS IV/Head Indexer held a departmental meeting on January 28.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on January 19.

The PM purchased supplies and/or equipment during January as necessary.

#### **Future Activities**

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

#### **Task 6: Training and Orientation**

At the request of the TOAM, a Librarian IV gave SDMS-C training to EPA grantee Peter Tran on January 11.

At the request of the TOAM, on January 7 a RMS V gave new RPM Matt Salazar and new EPA grantee Peter Tran a tour of the Records Center, explained the services provided, and trained them on the use of *Express Link*. The RMS V also provided them with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

#### **Future Activities**

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

#### **Task 7: Online Operations and Internet Support**

On January 12, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Al Belbahri to resolve issues with security on the R9REC server. Some updates weren't being patched through. The problem was successfully resolved and the server required a reboot January 22.

An RMS IV/IS III coordinated with Dave Henderson regarding upgrading all Record Center workstations to Lotus Notes version 8.5. Manual upgrades of all Records Center workstations was completed on January 27.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

Sitename	Site ID	Type
American Samoa Ag Chemical Disposal Project	ASN000908782	Removal
Campus Clean Up - Oakland Aviation School	CAN000908778	Ceiling Increase Removal
Guam Ag Chemical Disposal Project	GUN000908767	Ceiling Increase Removal
Halaco Engineering Company	CAD009688052	Non-Time-Critical Removal
San FernandoValley (Area 2)	CAD980894901	Glendale Chromium OU Drilube-
Wilson Facility Lien Filing and Foreclosure Remedial		
Teec Nos Pos Navajo Radioactive Structures	NNN000908610	12-Month Exemption Removal

#### **Future Activities**

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

**Task 8: Attend Meetings and Teleconferences**

Records Center staff attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on January 21.

**Future Activities**

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in January.

**Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS****9.7 Attend ECMS Meetings & Teleconferences**

On January 19 staff attended an ECMS Records Admin Tool Advanced Features training teleconference.

**II. DIFFICULTIES ENCOUNTERED**

No difficulties were encountered this reporting period.

**III. PERSONNEL ACTION**

Librarian IV Debbie Foster submitted her resignation on January 6. Recruitment to fill this position is on hold.

**IV. SUMMARY OF TECHNICAL DIRECTION**

Staff received technical direction for 25 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 14 requests for information or support via other means.



## V. STATISTICS

### New File Footage

New Files Received	Footage	Year to Date
2,175	28.7 lft.	120.9 lft.

### Inventories

Records Surveyed	Year to Date
32.8 lft.	120.5 lft.

### Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
277.5 lft.	0 lft.	0 lft.	763.8 lft.

### Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
24	4	0	1	12	0	0	4	45

## **VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS**

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

### **SSID 09JW, OU 00, B.F. GOODRICH**

One Librarian IV/Records Librarian performed indexing (330 documents, 0.33 linear feet) and two RMS II/Scanning Specialists performed scanning (3,614 pages) for AR compilation (work request #110602-1621 submitted by M. Benson). One RMS IV/Assistant Program Manager prepared index and supporting docs and one RMS II/Scanning Specialists prepared the DVDs and CDs for the AR. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 213.3 hours were expended on this effort during the month.

### **SSID 09HB, OU 00, DENOVA ENVIRONMENTAL INC.**

One Librarian IV/Records Librarian performed indexing (516 documents, 1.68 linear feet) and three RMS II/Scanning Specialists performed scanning (4,331 pages) in order to complete work request #90213-1710 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 157.2 hours were expended on this effort during the month.

### **SSID 09X6, OU 00, HALACO ENGINEERING CO**

One Librarian IV/Records Librarian performed indexing (142 documents, 8.22 linear feet) and two RMS II/Scanning Specialists performed scanning (19,909 pages) in order to complete work request #110930-0933 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 113.7 hours were expended on this effort during the month.

### **SSID 0965, OU 00, MATHER AIR FORCE BASE**

One Librarian IV/Records Librarian performed indexing (192 documents, 5.0 linear feet) and one RMS II/Scanning Specialist performed scanning (91 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 91.0 hours were expended on this effort during the month.

### **SSID 0941, OU 00, MCCLELLAN AIR FORCE BASE**

One Librarian IV/Records Librarian performed indexing (89 documents, 2.78 linear feet) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing was completed. A total of 85.0 hours were expended on this effort during the month.

### **SSID 09J4, OU 00, MODESTO GROUND WATER CONTAMINATION**

Two Librarian IV/Records Librarians performed indexing (499 documents, 2.11 linear feet) and two RMS II/Scanning Specialists performed scanning (4,025 pages) in order to complete work request #111120-1252 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 254.2 hours were expended on this effort during the month.